

Step By Step Instruction on The 2008-2009 *Request For Proposals* Application

May 2008

21st CCLC Request For Proposals
Technical Assistance Workshop

Annual Competitive Application Process and Timeline

Activity	Deadline
Announcement in superintendents memo	April 4
Technical assistance workshops	May 8 & 15
Deadline to submit	June 3
Peer review process	June 25
VDOE review and Notification of Grant Awards	August 15

Virginia's 21st Century Community Learning Centers (CCLC) Web Page

Division of Instruction, Office of Program Administration and Accountability - Microsoft Internet Explorer

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**Title IV:
21st Century Schools**

Title IV, Part B: 21st Century Community Learning Centers

- [Information](#)
- 21st CCLC Administrative Documents
 - Administrative Handbook Effective February 2007 ([PDF Format](#))
 - Reimbursement Workbooks For Community Based Organizations 2006-2007 ([Excel Format](#))
 - 2007-2008 ([Excel Format](#))
 - Budget Transfer Request Workbooks For Community Based Organizations 2006-2007 ([Excel Format](#))
 - 2007-2008 ([Excel Format](#))
- List of 21st CCLC Awards ([PDF Format](#))
- [21st CCLC Resources](#), Law and Guidance
- [Technical Assistance Documents](#)
- [2008-2009 Request for Proposals](#)
- On Site Monitoring Document ([Word Format](#))

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**Title V:
Promoting Informed Parental Choice and Innovative Programs**

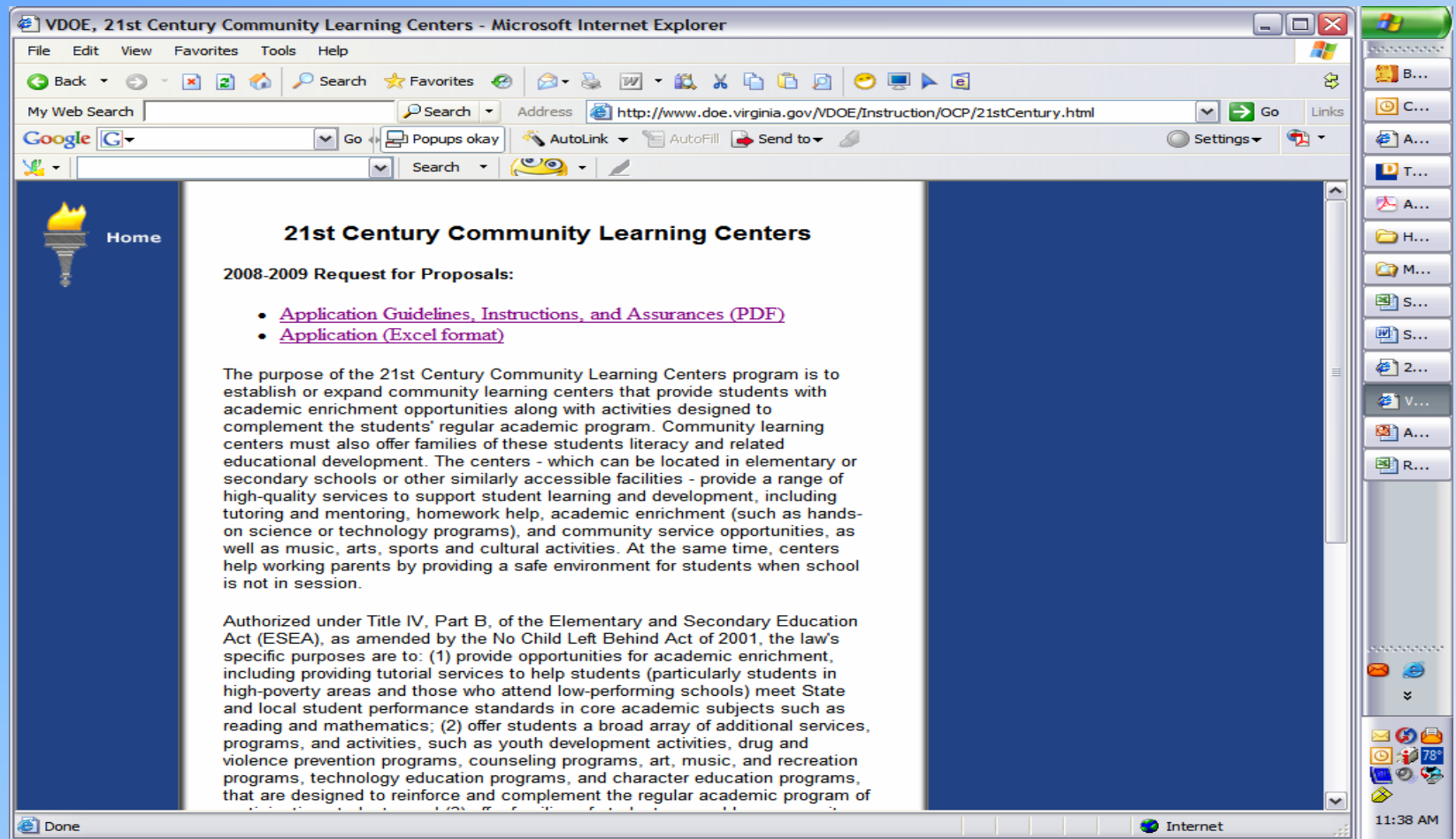
Title V, Part A: Innovative Programs

- [Information](#)
- [Monitoring Instrument](#)
- [Monitoring Schedule](#)

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Internet 7:55 AM

Information Link



Guidelines, Instructions, and Assurances

GUIDELINES

Pages 3 through 8

- Purpose, application submission, # of awards and period
- Eligible applicants, review of proposals, students and families served, authorized activities, implementation, location(s)
- Annual continuation application, principles of effectiveness, scientifically-based research
- Priorities ~ absolute and competitive
- Performance indicators

Guidelines, Instructions, and Assurances

INSTRUCTIONS

Pages 9 through 13

- Cover pages (Excel pp 1-2)
- Program abstract (Excel pg 3)
- Program narrative (Excel pp 4-16)
 - Need for services
 - Project design/services
 - Management plan/budget
 - Evaluation ~ covered in detail in later session

Guidelines, Instructions, and Assurances

INSTRUCTIONS

Pages 13 through 14

- Budget narrative (Excel pp 17-20)
- Three-year budget summary (Excel pg 21)
- Afterschool activity template (Excel pg 22)
- Collaboration and partnership information (Excel pg 23)
- Attachment A

Guidelines, Instructions, and Assurances

INSTRUCTIONS

- Miscellaneous Information ~ pages 14-17
 - Grant application submission standards/format (pg 16)
 - Mail/hand delivery instructions (pg 17)
 - Additional Information ~ Q and A, links to resources (pp 18-19)
 - Grant application checklist (pg 20)
 - Instructions for printing

Guidelines, Instructions, and Assurances

ASSURANCES

Appendices (pp 21-35)

- Appendix A ~ Assurances
- Appendix B ~ Expenditure Accounts Descriptions
- Appendix C ~ Public Law 107-110 Part B
- Appendix D ~ Non-Regulatory Guidance (excerpts), including Q and A

Sections of the *Application* (Excel Workbook)

- A. Cover Pages and Program Abstract
- B. Program Narrative ~ Sections 1 through 4
 - 1. Need for services
 - 2. Project design/services
 - 3. Management plan/budget
 - 4. Evaluation ~ covered in detail in next session
- C. Budget Narrative
- D. Three-Year Budget Summary
- E. Afterschool Activity Template
- F. Collaboration and Partnership Information
- G. Attachment A ~ Statement of Partners' Participation and Support

Cover Pages

- Applicant information (yellow section), definition of applicant
- Signatures
- Co-applicant (green section)
- Check box for middle school or high school, as appropriate
- School(s) to be served/grade level(s), accreditation AYP status, Free and reduced priced meals eligibility
- Number of students to be served
- Number of program sites/locations/centers
- Specific sites and addresses where project is offered
- Number of family members to be served
- Fees charged
- Date program begins (must be within 30 days of award notification)
- Total amount of grant funds requested
 - Error checks throughout ~ cover pages, budget summary
 - Application must be free of any error messages from edit checks
- Program activities to be offered (check all that apply)

Program Abstract

- Summarize key elements and overall purpose of the proposed 21st CCLC program
- Page numbering
 - Separate page numbering for each sheet as viewed
 - When printed as workbook, entire application will be numbered from page one through 24

Program Narrative Notes

Budget Narrative Sheet

1000 (Object Code) Personnel Services				
Teachers				
Description	Unit	Amount	Number	Total
Reading tutors	Each	3,000	4	12,000
Mathematics remediation teachers	Each	4,000	2	8,000
Subtotal Teachers				20,000

1000 (Object Code) Personnel Services				
Other				
Description	Unit	Amount	Number	Total
Bus aides	Each	800	5	4,000
Homework assistance aids	Each	2,000	7	14,000
Subtotal Other				18,000

Budget Narrative Notes

Pg 17 of C. Budget Narrative – entering detailed budget information

Budget Summary Notes

Activity Template Notes

Partnership Information Notes

Attachment A ~ Statement of Partners' Participation and Support Notes

Additional Notes

Questions and Answers

- If you don't spend all funds allocated within a certain timeframe, will you loose them or will they carry over to the next year?
- If we have a person currently working P/T and receive grant funds can we make them full time and have the grant pay the 50% extra time?

Good Luck!!

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